

25X1

[redacted]  
report for  
Week Ending Wednesday, 11 February 1959

CONTRIBUTIONS

None.

ASSIGNMENTS

ACTIVE

Service Calls Processed by Records Center

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- a. Completed Analysis, reports, and charts of Survey.
- b. Gave report to [redacted] and [redacted] for review. 25X1
- c. Review by [redacted] planned prior to Meeting with [redacted] 25X1

Retiring of RMS Files

- a. Completed retiring of 1957 records to Records Center (1 cu ft)
- b. Completed retiring of 1958 records to RMS vault (1 cu ft)
- c. Completed installation of new folders for 1959 records (54 new folders)

Special DD/P Files Project

- a. Studied existing Records Control Schedules on Fri, Mon, & Tues.
- b. Discussed Records Retirement Procedures with [redacted] 25X1
- c. Drafted list of offices with Records Control Schedules.
- d. Drafted list of common office files per [redacted] request. 25X1

File Cleanup Campaign

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- a. Discussed Campaign plans and promotional matter with [redacted] 25X1
- b. Talked with [redacted] assistant on art work. To see [redacted] Fri. 25X1

INACTIVE

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Unused Safes Follow-up  
Sorting Equipment Booklet  
Revision of [redacted]  
Analyst Files Project

TRAINING

Management Staff Training Program --- 2 hours

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Attended Session to see 3 AMA movies on Scientific Management methods and talk by [redacted] on Management Generally from his AMA Seminar notes (2 hrs, Fri. 6 Feb. 1959)

External Training --- 3 hours

Attended first session of American University Graduate Course on "Office Management and Control." (3 hrs, Tues. 10 Feb. 1959) 25X1

NEWS

Packed & moved with Office to new Qtrs Eye location.

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Weekly Report for Week Ending 11 February 1959  
from  
RECORDS DISPOSITION BRANCH

1. Contributions

✓ At the request of the ARO/DD/P, resolved the comments made by the ARO's of Logistics and the Comptroller concerning the [ ] Records Control Schedule. [ ]

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✓ A revised Records Control Schedule for the Personnel and Training Section, Administrative Staff/ORR has been reviewed, approved and forwarded for implementation.

✓ At the request of [ ] and [ ] visited [ ] to check on the records management activities of the Public Works Branch. A total of 19 recommendations were made and we have reason to believe most of them will be accepted. The principal recommendation concerned revisions in the Records Control Schedule for the branch which will be accomplished by [ ]

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2. Assignments

a. Filing Equipment [ ]

Personnel/Records Services Division

Accompanied three members of this Division to OCR for a demonstration of Rol-Dex filing equipment. This type of equipment has been recommended as a possible suitable replacement for the elevator files currently in use.

OO/Contact Division [ ]

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Requisition for equipment was submitted to Mr. [ ] Chief Supply Division who agreed to have equipment purchased and installed.

Security/Building 13

EE Div/DDP

OO/FDD

Personnel/Contract Personnel Division

No change from previous report.

b. Records Systems

Installation of Subject-Numeric Files in OP [ ]

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No change from previous report.

Special Planning Assistant/DDS [ ]

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The Records Control Schedule and Vital Materials Deposit Schedule for this office have been approved.

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c. Records Schedules (OCR) - [ ]

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Discussed with [ ] ARO/OCR, and [ ] OCR/LCD, certain requirements files which will necessitate changes in the descriptions of these items.

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Medical Staff [ ]

The final portion of the schedule was signed by Medical Staff and returned to us for approval. Retirement of inactive records continues. An additional seven feet of records was retired to the Records Center during the past week. Transmittal letter has been typed and together with the schedule is ready for review by Records Management Staff.

d. Special Projects

Review of Clerical Training in Filing [ ]

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Continued work with Chief of Induction Training on improving lesson plans and arrangements for visual aids work to be done by OTR/Graphics.

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3. Vital Materials [ ]

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[ ] Printing and Reproduction/OL reported that certain thermofax copies of DD/P Vital Materials deposits have faded and are not presently readable. However, [ ] DD/P, indicated that these particular deposits are obsolete and consequently no serious damage has resulted. To the best of my knowledge, we do not have in DD/I and DD/S deposits any thermofax copies. However, I feel that all ARO's should be asked to review their present holdings and to restrict any future thermofax deposits to records needed for very short duration. [ ] informed us that the Bureau of Standards is presently testing various reproduction processes for permanency.

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Arrangements have been made through [ ] OCR, to place the Repository on the dissemination list to receive one copy of each of the four daily FBIS reports. This satisfies a request made by OSI and ORR VM officers and will be included in the DD/I central finished intelligence collection. Hard copy will be retained for the current three-month period and microfilmed copies for an additional 21-month period.

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[ ] has received approval from Printing and Reproduction/OL to submit a requisition for a papermatic printer for [ ] This machine is capable of printing images contained on 35mm reels or 70 mm cut negatives and will be used for the OCR/GR master photo collection. The 3M machines cannot provide acceptable prints of the photographs in this collection.

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[ ] OCR/ARO, advised that [ ] will be available to assist us in carrying out changes in retention periods for finished publications listed in the DD/I VM Schedule.

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Microfilming of the OCR/GR photograph file continues. This project is approximately 21% complete. Microfilming in OO/FDD has been completed.

The final figure for destruction of tab cards authorized through the DD/I Vital Materials Schedule is 1,974,901.

4. News

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All members of the staff attended the Management Staff lecture on 6 February on "New Developments in O&M Work". ✓

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[ ] met with [ ] and other members of ONE to clarify a procedure involved in logging documents in ONE. Further discussions within the ONE staff will be conducted and an administrative ✓ procedure mapped out.

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Report for Week Ending 11 February 1959  
from

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[Redacted]

1. Contributions

a. Intangible

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(1) With [Redacted] completed and followed through on arrangements for RMS and SAS move to Quarters Eye.

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✓ (2) With [Redacted] manned the RMS display at the Support Services Exhibit. About 60 people were briefed. Requests for RMS publications were received from two people.

2. Assignments - Active

- a. Courier Receipt and Chain Envelope-Memo to registry personnel and instructions on using the receipt and the envelope have been sent to the printer. Distribution to ARO's should take place the latter part of next week.
- b. Overnight Storage Box- New design developed by TSS was given to Moseler Safe Co., Gichner Iron Works, and Acme Visible for comments and informal estimate of unit cost in lots of 500, 750, and 1,000 boxes.
- c. DD/P Records Management Program.
- d. ARO Memorandum - Released memo to all ARO's transmitting a copy of the RMS filing equipment price list, and two forms having possible headquarters-wide use.

3. News

✓ At the Support Services Exhibit, we were told by a TSS person that he encountered so much opposition and red tape in getting a local "bootleg" form standardized that the "gave up". We assured him that a call to RMS would put him in touch with the people who could help him in DD/P.

[Redacted]

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